

ARCHIVES NO. 08-51

DEPARTMENT		DIVISION Prevention Services	SECTION Administrative Records	PERMANENT	\boxtimes
Department of Health and En		Prevention Services	(Division-Wide)		
				NON-PERMANENT	\boxtimes
ITEM NO.		DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUC	ΓIONS
1.	Agency Written Histories Any documentation of an agency's history and of events sponsored or funded by an agency Record copy Duplicate copies		Permanent Retain until no longer needed then destroy	Retain record copy for 10 years then transfer to State Archives	
2.	Records cre	сору	Permanent Retain for 5 years then destroy Retain record co years then trans Archives; may b to off-site storag years		nsferred
3.	Daily activities schedules and Executive calendars Records containing substantive information relating to the official activities, the substance of which is not incorporated into official files, including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of employees Record copy Duplicate copies		Until deleted per Department policy Retain any copies until no longer needed then destroy	Individual calendars meeting schedules ar maintained electronic deleted from the syst 60 days per Departm policy. The electronic version is the record	e cally and em after ent ic

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature	Date	Resords Liaison Officer's Signa	iture Da	ite
Jerry Ketelsen	3/14/2008	Betsey Hough	0	1-25-2008
Attorney General's Signature	Date	State Auditor's Signature	Da	ite / /
forn Suthers Jollenman	6-2508	ATTINOS TEC		F24/08
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NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY



DEPARTMENT Department of Public Health and Environment		DIVISION Prevention Servi	ces /	SECTION Administrative Records	PERMANENT	\boxtimes
			((Division-Wide)	NON-PERMANI	ENT 🛛
ITEM NO.		DESCRIPTION		RETENTION PERIOD	SPECIAL IN	ISTRUCTIONS
4.	Forms Development File Working papers, background material. requisitions, specifications, processing data and control records which provid documentation to the creation and establishment of a form Record copy Duplicate copy		ocessing h provide and	Retain for 1 month after form is discontinued, superseded or cancelled then destroy Retain until no longer needed then destroy		
5.	General Correspondence (Routine) Records that are general in nature and do not related directly to primary program responsibilities; e.g. letters of appreciation, congratulations, parking assignment, etc. Record copy Duplicate copies			Retain for 1 year then destroy Retain until no longer needed then destroy		
6.	Internal Administrative Correspondence Records of a general nature (not policy) which are created in the course of administering agency program; e.g. office organization, staffing and procedures Record copy Duplicate copy		ot policy) e of n; e.g. nd	Retain for 2 years then destroy Retain for until no longer neede then destroy	form of e-mai deleted after 6 Department p	
factors listed in th	ne State Records	Management Policies	and Procedures 1	periods have been established by this ag Manual. I hereby certify that I am auth with all conditions listed in the Record	orized to act for the he	ad of this agency in
State Archivist's	Signature		Date	Records Liaison Officer's Signati	ire	Date
Attornay Canaral	's Signature		Date	State Auditor's Signature		01-25-2008 Date
Attorney General's Signature		Date	State Auditor & Signature	300 cm and a cm a	Date	



DEPARTMENT Department of Public		DIVISION Prevention Services			TION inistrative Records	PERMANENT 🖂	
Health and Environment		Frevention Servi			rision-Wide)		
				,		NON-PERMANE	ENT 🛚
ITEM NO.		DESCRIPTION			RETENTION PERIOD	SPECIAL IN	STRUCTIONS
7.	Internal Committee and Conference Files Records relating to establishment, organization, membership and policy for committees and conferences formed to handle problems or issues relating to the business of an agency. These committees are not appointed by the Governor or the General Assembly. Does not include ad hoc work groups Record copy Duplicate copies		ent, policy for rmed to ting to the committees rnor or the nclude ad	term dest Reta	nin for 2 years after nination of committee then roy nin until no longer needed n destroy		
8.	Reports on a		mentation those	Reta	ain for 10 years then destroy ain until no longer needed a destroy		
9.	Organizational Files Records detailing an organization, which could include charts and reorganization studies Record copy Duplicate copies		ganization			nsfer to State be transferred	
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State Archivist's	Signature		Date		Records Liaison Officer's Signature		Date
					Detsy Hanah		01-25-2008
Attorney General	's Signature		Date		State Auditor's Signature		Date



SA-194 (REV 1/78)

DEPARTMENT OF PERSONNEL & ADMINISTRATION STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

DEPARTMENT DIVISION				CEC	THAN			
Department of Public Health and Environment		DIVISION Prevention Services			TION inistrative Records (Division-Wide)	PERMANENT	\boxtimes	
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ITEM NO.		DESCRIPTION			RETENTION PERIOD	SPECIAL IN	STRUCTIONS	
10.	Performance Audit Reports Reports written and prepared as a result of a performance audit on state agencies. They contain summary documentation on agency programs, operations and productivity Record copy Duplicate copies		reco Reta	PHE Internal Auditor has ord copy ain until no longer needed n destroy				
11.	Policy & Procedures Manual for Division Staff Policies and procedures that govern the internal workings of the Division and its staff Record copy Duplicate copies				ain paper copies until erseded then destroy	These manuals contain issues related to routine administrative functions and are maintained electronically and automatically updated when changes are made. The electronic version is the record copy.		l y
12.	Policy and Procedures Manuals for Local and Delegated Agencies Policies and procedures that govern the operation and administration of specific programs operated by local and delegated agencies Record copy Duplicate copies			prog Ret	ain 7 years after specific gram ends then destroy ain until no longer needed n destroy	The documentation may have legal value for local and delegated agencies in the event of lawsuits by clients		'e
factors listed in t	he State Records	Management Policies	and Procedures	Man	ds have been established by this agenc ual. I hereby certify that I am authoriz h all conditions listed in the Records M	ed to act for the hea	ad of this agency i	in
State Archivist's	Signature		Date		Records Liaison Officer's Signature		Date 01:25:2008	 8
Attorney Genera	l's Signature		Date		State Audifor's Signature		Date	
Attorney General's Signature D								



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DEPARTMENT Department of		Prevention Servi		ministrative Records	PERMANENT	\boxtimes	
Health and En		Frevention Services		vision-Wide)	I EIGWI II VEI VI	الاعا	
Treatur and Environment		(DI	vision- wide)	NON-PERMANE	ENT 🛛		
ITEM NO.	DESCRIPTION			RETENTION PERIOD	SPECIAL IN	STRUCTIONS	
13.	Program-Targeted Communications Communications related to a particular program, including public education, mass mailings and e-mailings to local and delegated agencies and newsletters Record copy Duplicate copies		articular cation, to local wsletters Ret end Ret	form dele		Most correspondence is in the form of e-mail. E-mails are deleted after 60 days per Department policy	
14.	Records crea agencies for legislation, i memoranda,	opy	oposing ndence, otes, orts, Leg Re	gislature has record copy tain until no longer needed n destroy			
15.	Publications Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents and the last manuscript report, if not published, relating to management projects. This record series also includes social marketing campaign material. Record copy Duplicate copies		leaflets, other ot ment so paign Per	rmanent at CoSPL tain until Administrative need ds then destroy	Send at least 4 Colorado State Library (CoSF published	e Publications	
factors listed in t	he State Records	Management Policies	and Procedures Mar	ods have been established by this agentual. I hereby certify that I am authorith all conditions listed in the Records	zed to act for the hea	nd of this agency in	
State Archivist's	Signature		Date	Records Liaison Officer's Signature		Date	
			<u> </u>	Detry Hanale		01:25:2008	
Attorney Genera	l's Signature		Date	State Auditor's Signature		Date	



DEPARTMENT		DIVISION	i		TION			
Department of Public		Prevention Services		Administrative Records		PERMANENT	\boxtimes	
Health and En	vironment			(Div	vision-Wide)	NON-PERMANI	ENT 🛛	
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ITEM NO.		DESCRIPTION			RETENTION PERIOD	SPECIAL IN	STRUCTIONS	
16.	Records Disp Records which	oosition Files ch document the d	estruction			PSD has recorrecord copy for		
	of a governm	ental agency's red	cords			transfer to Star		
	Record co		1		nanent	may be transfe		е
	Duplicate	copies	1		in until administrative need	storage after 3	years	
				ends	s then destroy			
17.	Records Man	nagement Files						
17.		l in creating and						
		records managem	ent					
		cluding records in						
	Record co	рру			nin until updated or			
	.	•			erseded			
	Duplicate	copies			nin until administrative need			
				ends	s then destroy			
18.	State Site Vi	sit Reports						
		ten and prepared o	as a result					
	of site visits i	by state agencies.	They					
		nary documentatio						
		rams, operations						
		responses and ac		Date	ain for 3 years after grant			
	Record copy				od ends then destroy			
	Dunlicate	Duplicate copies			ain until no longer needed			
	Dapheate	Copies			destroy			
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19.	Staff Meeting	_						
		neetings with staff,						
		utes, notices & att	achments	D of	oin until administrative need			
	Record co	opy			ain until administrative need s then destroy			
	Duplicate	conies			ain until no longer needed			
	Duplicate	Copies			destroy			
					·			
I request approva	l of the above rec	ords disposition sched	lule. Retention	perio	ds have been established by this agenc	y after careful eval	uation of all of the	e in
matters pertaining	ne State Records l	Management Policies cords. I also certify the	and Procedures	Manı V witl	ual. I hereby certify that I am authorized all conditions listed in the Records M	ed to act for the hea lanagement Policie	sa of this agency is	П
Manual.				.,				
State Archivist's	Signature		Date		Records Liaison Officer's Signature	1	Date	
					Detry Harrall	/	01-25-200	8
Attorney General	l's Signature		Date		State Auditør's Signature		Date	



DEPARTMENT		DIVISION		ECTION		
Department of Public		Prevention Servi		Administrative Records	PERMANENT	\boxtimes
Health and Environment		1 revention services		Division-Wide)	I BIGIN II (BIVI	K_3
		(Division-wide)	NON-PERMANI	ENT 🛛	
ITEM		DESCRIPTION		RETENTION PERIOD	SPECIAL IN	ISTRUCTIONS
NO.						
20.		eference Files			These referen	ce materials
	Documents r	etained strictly for	· reference		generally are	non-record
	and informat	tional purposes wh	ich are		documents	
	not part of a	ny other official fil	es			
	Record co	ру	R	Retain for 3 months or until		
			a	dministrative need ends then		
			d	lestroy		
	Duplicate	copies	i i	Retain until no longer needed		
	1	1		hen destroy		
21.	Training Cor	nferences and Cour	rse Files			
21.	for Outside A					
		of agency-sponsor	red			
		oj agency-sponsor outside agencies w				
	00	th or grants from t				
	Division	in or grants from the	rie			
	Record copy			Retain until superseded or		
	Record co	эру		obsolete then destroy		
	D 1					
	Duplicate	copies	1	Retain until no longer needed		
			Į t	hen destroy		
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22.	Transitory Fi		1 . 1 .			
		ort-term interest w	1			
		tary or evidential v				
		ansmittal correspo				
		ements, telephone	_			
		olies which require				
	administrativ	ve action and quas	i-official			
	notices					
	Record co	ору	l l	Retain for 3 months or until		
				idministrative need ends then		
				lestroy		
	Duplicate	copies		Retain until no longer needed		
· · ·		t	hen destroy			
				eriods have been established by this ag		
				Inual. I hereby certify that I am auth- with all conditions listed in the Record		
Manual.	z to disposai of re	colus. Taiso ceruity tr	iat i will comply	with all conditions listed in the Record	is ivialiagement Poncie	s and Frocedures
State Archivist's	Signature		Date	Records Liaison Officer's Signatu	ıre	Date
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	2 - 0'		Data	Duly Planal	\smile	01-25-2008
Attorney General	's Signature		Date	State Auditor's Signature		Date



DEPARTMENT		DIVISION	SI	ECTION			
Department of Public Prevention See Health and Environment		Prevention Services		dministrative Records	PERMANENT	\boxtimes	
			(I	Division-Wide)	NON-PERMANE	ENT 🖂	
ITEM NO.		DESCRIPTION		RETENTION PERIOD		STRUCTIONS	
23.	Unsuccessful Grant Application Files Rejected or withdrawn grant applications, memoranda, correspondence and other records relating to the decision to reject the grant proposal Record copy Duplicate copies		ords et the R	etain for 2 years after rejection withdrawal then destroy etain until no longer needed en destroy			
24.	Word Processing Files Documents recorded on electronic media that are used to produce a hard copy which is then maintained in organized files Record copy Duplicate copies			etain until hardcopy is filed and dministrative need ends then estroy etain until no longer needed ten destroy			
25.	Working Papers Papers which have a short-term use and comprise the background records for particular projects Record copy Duplicate copies		rds for R	etain all copies until dministrative need ends then estroy			
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Attorney General	's Signature		Date	State Auditor's Signature	b	01.25.2008 Date	
Attorney General's Signature							